



February 4, 2020 Agenda

1. Call to order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the January 7, 2020 meeting minutes.
5. Public comments.
6. Correspondence.
7. Treasurer / Finance Officer's report.
8. Library Director's report.
9. Committee reports.
 - Program Planning.
10. Old business.
 - Charter application status (submitted April 2, 2018).
 - 2018/2019 State aid for library construction grant.
 - Status awarded HVAC contract.
 - Window replacements (Attachment #1).
 - 2019/2020 State aid for library construction grant (submitted September 27, 2019).
 - 2020 Challenge Grant (submitted December 20, 2019).
 - Senior program.
 - Library lighting (Attachment #2).
 - Charles R. Wood Foundation Grant.
 - Automated External Defibrillator (AED).
11. New business.
 - Annual review of Conflict of Interest Policy (Attachment #3).
 - Webinar - [The Critical Partnership: Public Library Trustees and Directors](#).
 - Other business.
12. Public comments.
13. Next meeting – March 3, 2020.
14. Adjournment.

h:\wpdocs\bancroft library\agendas\2020\feb.docx



WINDOW REPLACEMENT PROJECT

LEGAL NOTICE REQUEST FOR PROPOSALS

The Bancroft Public Library is seeking written proposals for the following project to be performed at the Bancroft/Proudfit Building at 181 S. Main Street, Salem, New York:

WINDOW REPLACEMENT to supply and install five (5) Low-E, historically accurate, double-hung windows and one (1) Low-E, historically accurate picture window in library space and Proudfit Hall.

All sealed bid proposals must be received by 6 PM on Tuesday, March 3, 2020 at the Bancroft Public Library, 181 S. Main Street, Salem, NY 12865. All sealed bids will be opened and read publicly at the March 3, 2020 Bancroft Public Library Board of Trustees meeting. Specifications may be found at the Bancroft Public Library and on its website at <https://www.bancroftlibrary.org/>. The Board of Trustees of the Bancroft Public Library reserves the right to reject any and all bids.

PROJECT SPECIFICATIONS

WINDOW REPLACEMENT

- Supply and install one (1) south-facing and two (2) west-facing, double-hung windows in Proudfit Hall.
- Supply and install one (1) south-facing window in the Library.
- Supply and install two (2) south-facing, double-hung windows in the Peg Culver Reading Room.
- All windows must be low-E and painted to match existing finishes with jamb locks.
- The opening of the south-facing Reading Room window adjacent to old fire truck bays must be bricked and the interior finished to match the Reading Room window adjacent to the Library, including:
 - Installing a new sill after the mason completes the brickwork on the outside.
 - Installing studs and sheetrock inside to match the adjacent window.
 - Priming and painting the area under the new window to match the existing as closely as possible.
- Remove the AC unit in the south facing Proudfit Hall window and placed in the old fire bays.
- Clean and remove all job related debris.

NOTICE: This construction project is subject to the New York State Prevailing Wage law.

h:\wpdocs\bancroft library\grants\2018-2019 state aid for library construction projects>window replacement project specifications.docx



LIBRARY LIGHTING PROJECT

LEGAL NOTICE REQUEST FOR PROPOSALS

The Bancroft Public Library is seeking written proposals for the following project to be performed at the Bancroft/Proudfit Building at 181 S. Main Street, Salem, New York:

NEW LIGHT FIXTURES: supply and install new LED light fixtures in main library area.

All sealed bid proposals must be received by 6 PM on Tuesday, March 3, 2020 at the Bancroft Public Library, 181 S. Main Street, Salem, NY 12865. All sealed bids will be opened and read publicly at the March 3, 2020 Bancroft Public Library Board of Trustees meeting. Specifications may be found at the Bancroft Public Library and on its website at <https://www.bancroftlibrary.org/>. The Board of Trustees of the Bancroft Public Library reserves the right to reject any and all bids.

PROJECT SPECIFICATIONS

NEW LIGHT FIXTURES

- Remove ceiling florescent light fixtures in library.
- Supply and install thirty-one (31) new LED edge lit panel fifty (50) watt, 4653 lumens ceiling light fixtures in library.
- LED light to have color temperature between 3,000 – 4,000K.
- Contractor to identify, provide, complete and submit required paperwork for all available replacement lighting rebate (e.g. NYSE&G, etc.).
- Clean and remove all job related debris including but not limited to light fixtures that have been removed.

NOTICE: This construction project is subject to the New York State Prevailing Wage law.

h:\wpdocs\bancroft library\grants\2020 construction challenge grant\library lightingt project specifications.docx

BANCROFT PUBLIC LIBRARY

POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help trustees, officers, and employees of the Bancroft Public library identify situations that present potential conflicts of interest and to provide Bancroft Public Library with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - A. Outside Interests.
 - (i) Contract or Transaction between Bancroft Public Library and a Responsible Person or Family Member.
 - (ii) A Contract or Transaction between Bancroft Public Library and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
 - B. Outside Activities.
 - (i) A Responsible Person competing with Bancroft Public Library in the rendering of services or in any other Contract or Transaction with a third party.
 - (ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Bancroft Public Library in the provision of services or in any other Contract or Transaction with a third party.
 - C. Gift, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
 - (i) does or is seeking to do business with, or is a competitor of Bancroft Public Library; or
 - (ii) has received, is receiving, or seeking to receive a loan or grant, or to secure other financial commitments;
 - (iii) is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Bancroft Public Library.

POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

Page | 2

2. Definitions.

- A Conflict of Interest is any circumstance described in Part 1 of this Policy.
- A Responsible Person is any person serving as an officer, employee, or member of the board of trustees of Bancroft Public Library.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Bancroft Public Library. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Bancroft Public Library for the personal profit or advantage of the Responsible Person or a Family Member.

3. Review of Policy.

- Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge, in writing, that he or she has done so.
- Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization or ownership of a business that might provide goods or services to Bancroft Public Library. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the President and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- This policy shall be reviewed annually by each member of the board of trustees. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Bancroft Public Library

Conflict of Interest Information Form

Name: _____

Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Bancroft Public Library's Policy on Conflicts of Interest) arising.

Adopted: July 11, 2017